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Revised Date: N/A
Approved By: J. Stephen Fletcher
Authority: *UCA §63F-1-103; Utah Admin. Code R477-8-4; Utah Admin. Code R895-1; Utah Admin. Code R895-3*

13.1 PURPOSE

To establish the criteria by which qualified Department of Technology Services (DTS) employees, in authorized positions, may perform their assigned responsibilities at a remote location.

13.1.1 Background

Telecommuting may be a solution that can increase productivity, enhance work quality, and reduce business costs. Additionally, telecommuting may be used as a tool to promote a reduction in air pollution and traffic congestion, conservation of energy, and a reduction of office infrastructure costs.

When practical and beneficial to the state the Department may provide telecommuting as an option to its employees.

13.1.2 Scope

This policy and procedure applies to all employees within DTS. This policy does not supersede or replace the department's policy and/or business practices for on-call.

13.1.3 Exceptions

None.

13.2 DEFINITIONS

Executive Branch Agency

For the purposes of this policy an Executive Branch Agency (EBA) is an agency or administrative subunit of state government as defined by UCA §63F-1-102(7), et seq.

IT Director

For the purposes of this policy a Division Director and a Deputy Director are considered to be an IT Director.

Primary Worksite

The location where the employee would normally perform their duties if there were no alternate worksite.

Telecommute Worksite

A location other than the employee's primary worksite where the employee can effectively and efficiently perform their duties. Telecommute worksites may include, but are not limited to, a dedicated office space located within a residential or commercial facility.

13.3 POLICY

DTS may provide telecommuting options under appropriate circumstances and when it is in the best interest of the State of Utah and the Department.

13.3.1 General

- 13.3.1.1 Telecommuting is not an individual employee right or entitlement. Permission to telecommute is at the discretion, and subject to the approval, of DTS management.
 - Telecommuting arrangements apply to ongoing scheduled arrangements and not temporary short-term arrangements for special occasions or situations.
 - DTS Directors may prohibit employees from telecommuting within their work units, or grant permission to telecommute on a selective basis. Permission to telecommute does not establish precedence for other members of a work unit.
 - Telecommuting shall be implemented in a way that it will not impose a burden on the employee's co-workers, management, or customers.
- 13.3.1.2 Telecommuting is an option that management may grant to successfully-performing employees whose job duties and work history indicate that they will be successful in a telecommuting environment.
 - Telecommuting arrangements may be terminated at any time by the Department.
- 13.3.1.3 Telecommuting performance measurements shall be an integral part of the telecommuting plan, and the measurements shall be acceptable to both the employee's supervisor and IT Director.
- 13.3.1.4 Telecommuting arrangements that will not provide a reduction in operating cost, an increase in DTS operating efficiencies, or an improvement in the delivery of information technology services to customers, shall not be authorized.
- 13.3.1.5 All requests for permission to telecommute must be approved by the employee's supervisor and IT Director prior to the initiation of telecommuting.

- Each request for permission to telecommute shall be evaluated on its individual merit and overall contribution to DTS and the State of Utah.
 - A telecommute plan shall accompany each request for permission to telecommute. A request for permission to telecommute shall not be approved without a telecommute plan.
- 13.3.1.6 Telecommute agreements may be valid for a period of up to 12 months. The Telecommuter Plan will include specific performance standards, measures, and expected outcomes. At the conclusion of the telecommute agreement period, the employee and the employee's supervisor shall review and may renew the telecommute agreement in accordance with the terms of this policy.
- The employee's supervisor shall review the status of the telecommuting arrangement with the employee during annual and regular interim performance reviews,
 - The employee's supervisor shall ensure that the terms of this policy are met and determine if the employee's performance is acceptable and service levels and quality have not reduced. The supervisor shall document the findings in the comment's section of the employee's official performance plan.
 - Telecommute agreements should be renewed in conjunction with the employee's annual performance review.
- 13.3.1.7 Supervisors of telecommuters shall ensure that security standards, measures, and policies are being followed by the telecommuter at all times.
- The supervisor shall address all security problems immediately and report all security issues to the Enterprise Information Security Office.
- 13.3.1.8 Telecommuting privileges may be denied if there is no service provider capable of maintaining sufficient service to the employee's telecommute worksite.
- 13.3.1.9 As a condition of a telecommuting agreement, employees shall allow the Department to make reasonable site inspections during approved work hours to verify compliance with information confidentiality, equipment security, safe working conditions, program compliance, or other work-related matters.
- 13.3.1.10 The Department may retrieve State equipment and other State property from the employee's telecommute worksite for any reason during approved working hours.

13.3.2 Working Conditions

- 13.3.2.1 Participation in the Department's telecommuting program grants the same benefits and protections to telecommuters which are provided to other DTS employees. This includes worker's compensation benefits, as well as defense and indemnification for claims against an employee arising out of his employment, as provided by the Utah Government Immunity Act.
- 13.3.2.2 Employee salary, job responsibilities, benefits, and State-sponsored insurance coverage will not change due to participation in the telecommuting program.
- 13.3.2.3 The telecommuting option is provided to employees who qualify and is not intended to be a universal employee benefit. The employee's performance must be satisfactory in all areas to telecommute. Management may cancel or modify any telecommuting arrangement at any time.
- 13.3.2.4 New employees, and an employee in a new work assignment, shall not be allowed to telecommute until completion of appropriate training (e.g., employee orientation, security awareness, etc.) and integration into DTS and the employee's work group. Management will determine when employees are able to work effectively without constant, direct supervision.
- 13.3.2.5 Employees who are the subject of corrective or disciplinary action, or whose unsatisfactory daily work habits have been documented by management, shall not be considered for telecommuting.
- 13.3.2.6 Telecommuters may withdraw from the telecommute agreement if DTS management agrees to the terms of the withdrawal.
- 13.3.2.7 Confidentiality of State information must be maintained in accordance with all applicable State and federal laws, rules, and DTS policies. Unauthorized disclosure will subject the employee to penalties provided by law.
- 13.3.2.8 Telecommuting shall not be viewed as a substitute for dependent care. This includes, but is not limited to, interaction with children or elders who would otherwise require provider care.

13.3.3 Telecommute Worksite

- 13.3.3.1 Telecommuters who work from their home shall designate and maintain a work space for telecommuting. Responsibility for maintaining the work space as a safe area conducive to accomplishing job functions rests primarily with the telecommuter.

- 13.3.3.2 The telecommuter's designated work space will be considered an extension of the DTS work space. The State's liability for job-related accidents will continue during the understood and approved work hours but will be limited to the approved work space rather than applying to all areas adjacent to the work space. The employee shall notify their supervisor immediately of any accident or injury that occurs at the telecommute worksite and to complete any required forms.
- 13.3.3.3 The Department's telecommute program does not include personal customer contact or interaction with people on official business at the telecommuting work site. The Department will not cover injuries to a third party at the employee's telecommute worksite.
- 13.3.3.4 If the telecommuting arrangement involves activities that must be cleared through local zoning ordinances or home association regulations, the employee is responsible to comply and pay all required costs.
- 13.3.3.5 The Department will not be liable for damages to the employee's personal or real property while the employee is working at the telecommuting worksite. At the discretion of the Executive Director the Department may reimburse the employee for damage caused as a direct result of malfunctioning State-owned equipment.
- 13.3.3.6 The Department will not be responsible for any costs associated with using an employee's home as a telecommuting site, such as maintenance, insurance, and utilities.
- 13.3.3.7 The employee will be responsible for investigating and/or addressing any individual tax implications resulting from using part of the home as a telecommuting worksite.

13.3.4 Job Performance and Work Scheduling

Employees shall support and enforce the Department's confidentiality requirements for information and data, comply with all Department policies and administrative rules including, but not limited to, DTS policy 1000-0003 Acceptable Use and DTS policy 2000-0001 Code of Conduct, and ensure the telecommute worksite is well maintained, safe and secure at all times.

- 13.3.4.1 FLSA rules apply to telecommuters. The amount of time an employee is required or allowed to work does not change due to participation in the telecommuting program. Management may require overtime work when necessary. Overtime must be approved in advance by management.
- 13.3.4.2 Telecommuters and management should maintain a balance between

the telecommuter's scheduling needs and preferences and the needs of the business. A normal telecommuting schedule shall be agreed to and documented upon the *DTS Telecommuting Feasibility Assessment Form* at the inception of the telecommuting arrangement. Management shall be informed in advance of, and approve or deny, any temporary or permanent changes to the normal work schedule.

13.3.4.3 The employee shall complete all assigned work according to procedures mutually agreed upon by the employee and supervisor and documented within the employee's performance plan and telecommuting plan.

- The performance plan and telecommuting plan must include clear and objective performance measures to ensure the employee's performance will not be reduced by the telecommuting arrangement.

13.3.4.4 Documented declines in performance may be grounds for canceling the telecommuting arrangement, corrective/disciplinary action, or both.

13.3.4.5 The employee shall be available for contact and ad hoc meetings during work hours agreed to by management. As much as possible, those who contact telecommuters should perceive no difference in responsiveness or service provided attributable to work location.

13.3.5 Employee/Manager Communications

13.3.5.1 The employee agrees to provide regular performance reports to their supervisor so their job performance may be evaluated.

13.3.5.2 The employee and manager shall agree on realistic time frames needed to accomplish assignments.

13.3.5.3 The employee and manager shall agree on methods to communicate new assignments and progress reports on existing assignments.

13.3.6 Expenses

13.3.6.1 All purchase requests for telecommuting equipment and services must be approved in advance by the employee's IT Director and the appropriate agency budget officer.

13.3.6.2 An employee who must receive business calls or transmit data regularly as a function of their position may be authorized a separate telephone line or lines for business use which will be paid for by DTS. Installation of telecommunications facilities and equipment must be ordered through DTS. Costs of such facilities shall be billed to DTS and regularly reviewed by management. Telecommuters requiring only occasional communications may be expected to use their own

telephone lines. Only the additional costs, if any, for business use of a personal line may be reimbursed.

- 13.3.6.3 Employees may receive reimbursement for internet access in accordance with the provisions of the Department's Internet Access Reimbursement Policy.
- 13.3.6.4 Employees shall obtain supplies for their use at the telecommuting worksite from their primary worksite. Reimbursement of an out-of-pocket expense must be approved in advance by the employee's supervisor and the appropriate agency budget officer.
- 13.3.6.5 Except for unique, management approved situations, reimbursements shall not be given for copying costs. All copying must be done at the employee's primary worksite or in State-controlled facility.
- 13.3.6.6 Employees may be expected to attend regularly scheduled meetings relating to the performance of their position, including meetings which are held on a telecommuting day. Commute travel to and from the employee's telecommute worksite for regularly scheduled meetings shall not be considered as compensable hours and will not be eligible for private vehicle usage reimbursement.
- 13.3.6.7 Any expenses not specifically covered above will be considered on a case-by-case basis, considering the appropriateness of the expense, other expenses reimbursed for similar non-telecommuting positions, and the overall budget.

13.3.7 State-Owned Hardware, Software, and Other Equipment

- 13.3.7.1 Whenever practical DTS shall provide the PC hardware and software, communication facilities, and other ancillary equipment required to perform job functions successfully in a telecommuting environment. Equipment shall be allocated according to need and availability. Telecommuting equipment may vary among individuals. In all cases, the equipment will conform to standards set by DTS.
- 13.3.7.2 Equipment shall be issued for offsite use only with proper, signed documentation in place. The documentation shall identify the equipment by brand name, model name, serial number, and address location. The documentation shall also identify and be signed by the employee and the employee's IT Director.
- 13.3.7.3 Notebook PC telecommuters retaining personal work spaces at State facilities (even if that space is reduced in size) will be allowed only one docking station, one monitor, one keyboard, and one mouse, unless otherwise approved by management.
- 13.3.7.4 All offsite equipment allocations and configurations shall be approved

by-management.

- 13.3.7.5 All equipment, software and supplies remain the property of the State and must be used in accordance with the Department's *Acceptable Use Policy*. Employees shall use all reasonable means to protect the State's property.
- At no time shall personal use interfere with, contaminate, or compromise the security of State data.
- 13.3.7.6 DTS shall be responsible for upgrades, customization, licensing, and maintenance of hardware, software, and services. Employees shall be responsible for delivering the state-owned equipment and/or software to the Department whenever maintenance, customization, and/or upgrade is necessary.
- 13.3.7.7 Modifications to equipment, software, or services may not be made without prior approval from the employee's supervisor, and written documentation attached to the original documentation provided for the telecommuting agreement.
- If an employee makes nonstandard or unapproved hardware or software modifications to State-owned equipment, or use their own or State-owned hardware or software in unauthorized ways or for unauthorized purposes, any problems or damage resulting from such modification or use shall be the responsibility of the employee. If State resources are required to resolve such a problem, the employee may be expected to reimburse the State's costs for labor, hardware, software, etc. and may be subject to discipline.
- 13.3.7.8 Employees shall promptly report to their supervisor any damage to, or loss of, State-owned equipment and/or software. The supervisor shall promptly report the loss of equipment and/or software to the employee's IT Director and the DTS Security Office.
- 13.3.7.9 Only hardware and software purchased, installed, and maintained or otherwise approved by DTS will be supported by DTS support organizations. Maintenance on State equipment will be provided on a carry-in basis only.
- 13.3.7.10 Unless approved by the employee's immediate supervisor and IT Director as a necessary device to successfully perform the job, furniture, answering machines, fax machines, copiers, printers, scanners, etc., will not be supplied by the Department.
- 13.3.7.11 As stated in Administrative Rule R895-3, any work product (software, documentation, e-mails, etc.) developed on State-owned computer equipment and/or on State time shall be the property of the State of Utah.

13.3.7.12 Employees are expected to adhere to copyright laws. Unless authorized by management, employees shall not copy or distribute State-provided software.

13.3.7.13 Persons who are not employed by the Department shall not be allowed to use State-owned equipment, software, or services. Employees who fail to prevent any person not employed by the Department (including members of their family) from using state-owned equipment, software, or service by may be subject to corrective action/discipline.

13.3.7.14 Desktop PC telecommuters who use shared work spaces at a State facility, and with IT Director approval, may be allowed to place their current-technology PC at the telecommuting site and have the use of equivalent equipment in their shared work space.

13.3.7.15 The employee is responsible for returning all equipment, supplies, work product, etc., used at the telecommuting work site upon the request of the State, upon termination of participation in the telecommuting program, or upon termination of employment.

13.3.8 Employee-Owned Hardware, Software, and Other Equipment

Use of employee-owned hardware, software, or other equipment is strongly discouraged.

13.3.8.1 Unless approved by the employee's immediate supervisor, IT Director and the Enterprise Information Security Office (EISO), employee-owned hardware, software, or other equipment shall not be used for telecommuting.

13.3.8.2 If employee-owned hardware, software, or equipment is used for telecommuting any upgrade, customization, licensing, repair and/or maintenance of the aforementioned shall be the responsibility of the employee.

13.4 PROCEDURE

13.4.1 The employee reads the *DTS Telecommuting Policy*.

13.4.2 The employee completes and signs the *DTS Preliminary Telecommuting Request Form* and the *DTS Telecommuting Feasibility Assessment Form*. Both forms are forwarded to the employee's immediate supervisor.

13.4.3 If the immediate supervisor determines that the request meets DTS policy and approves the request, the supervisor signs the *DTS Preliminary Telecommuting Request Form* and forwards both completed forms to the IT Director.

- 13.4.4 If the IT Director approves the request, the director signs the *DTS Preliminary Telecommuting Request Form* and, if necessary, obtains approval from the EBA Budget Officer signature and the EISO.
- 13.4.5 Once all necessary approvals have been obtained both completed forms are returned to the employee's supervisor. The supervisor informs the employee of the approval.
- 13.4.6 When given notice of the approval, the employee completes the *DTS Telecommuting Waiver and Release Form* and gives it to the supervisor.
- 13.4.7 All completed forms are forwarded to the department's office of Human Resources to be placed in the employee's personnel file.
- 13.4.8 The supervisor forwards the forms to the appropriate groups for processing and equipment set-up.

13.5 APPENDICES

The following forms are for demonstration purposes only. Contact the Department Human Resources Technician for a current version.

- DTS Preliminary Telecommuting Request Form
- DTS Telecommuting Feasibility Assessment Form
- DTS Telecommute Plan Form
- DTS Telecommuting Waiver and Release Form

DOCUMENT HISTORY

Originator:	Larene Wyss, DTS HR
Next Review:	October 1, 2008
Reviewed Date:	N/A
Reviewed By:	N/A

**Department of Technology Services
Preliminary Telecommuting Request Form**

The Department of Technology Services (DTS) supports the concept of telecommuting under appropriate circumstances and when it is in the best interest of DTS.

Telecommuting is not an individual employee right or entitlement. Telecommuting is an option which management may grant to successfully performing employees whose job duties and work history indicate that they will be successful in a telecommuting environment. There must be a demonstrable business need for an employee to telecommute that can be cost justified, measured, and is fiscally defensible.

Telecommuting measurements must be an integral part of the telecommuting plan and the measurements must be mutually agreed to by the employee and their immediate supervisor.

Telecommuting where there are no offsetting reductions in DTS operating costs, increases in DTS operating efficiencies, or improvements in the delivery of information technology services to our customers, will not be authorized.

Not all work assignments within DTS are conducive to telecommuting and employees in those work assignments will not be authorized to telecommute. Permission to telecommute is at the discretion, and subject to the approval, of DTS management. DTS management may prohibit telecommuting within a work unit or grant permission to telecommute on a selective basis. Each request for permission to telecommute will be evaluated on its individual merit and does not establish precedence for other members of the work unit. Each telecommuting request must receive final approval from the IT Director prior to the employee beginning telecommuting.

I. This section to be completed by the employee	
Name:	Date of Request:
Job Title:	Supervisor Name:
Specify how your telecommuting will reduce DTS operating costs:	
Specify how your telecommuting will increase DTS operating efficiencies:	
Specify how your telecommuting will improve DTS service delivery to our customers:	
Identify how the quality, quantity, and reliability of your assigned duties can be measured while you are telecommuting. Identify any added value that telecommuting provides that is not available in your regular work environment. How would your performance plan need to be revised such that your performance could be measured accurately and fairly?	
Employee signature	Date

II. This section to be completed by the employee's supervisor and IT Director.

The request must be forwarded to the employee's supervisor for first level approval. If approved, the request is then forwarded to the field office IT Director for second level approval. If personal equipment will be used the request must be forwarded to the EISO for approval.

If approved by the supervisor and IT Director (and EISO if applicable), the employee should be given a copy of the approved request and the original filed in the employee's personnel file. If the request is denied at any point in the approval process, the employee should be given a copy of the denied request and the original filed in the employee's personnel file.

Supervisor Approval Section

Identify all costs that DTS will incur to enable the employee to telecommute. Give specific details.

Identify any cost savings for DTS that could be achieved by having the employee telecommuting. Give specific details.

How frequently will the employee's telecommuting performance be reviewed and measured?

- ☐ Approved as requested
☐ Approved as modified
☐ Declined

If request has been modified or declined, please explain why:

Supervisor signature

Date

IT Director Approval Section

- ☐ Approved as requested
☐ Approved as modified
☐ Declined

If request has been modified or declined, please explain why:

Director signature

Date

EISO Approval Section

- ☐ Approved as requested
☐ Approved as modified
☐ Declined

If request has been modified or declined, please explain why:

Chief Information Security Officer (or designee) signature

Date

**DEPARTMENT OF TECHNOLOGY SERVICES
TELECOMMUTING FEASIBILITY ASSESSMENT**

EMPLOYEE NAME: _____ **EIN:** _____

WORK LOCATION: _____

1. Why do you want to telecommute?
2. Describe briefly your job functions and how you intend to accomplish the major functions of your job in a telecommute environment. What obstacles do you anticipate? How do you plan to overcome them?
3. What hardware platforms do you anticipate using at your telecommute worksite (current PC, newer desktop, notebook, older desktop, etc.)? Other additional hardware?
4. What personal equipment, if any, do you plan to use? For what purpose?
5. Software packages:
 - a) If you will be using the same portable computer, both when you telecommute and when you are at your assigned State work location, please list any additional software packages you will need and associate them with the job functions they support. (Word Processing, electronic mail, spreadsheets, mainframe applications, etc.)
 - b) If you will be using different computers when you are at your telecommute worksite and your State work location, please list all of the additional or duplicate software packages that you will require on both of the PCs. Please associate each package with a job function. (Word Processing, electronic mail, spreadsheets, mainframe applications, etc.)
6. State-Owned Applications/Databases:
 - a) If you will be using the same portable computer, both when you telecommute and when you are at your assigned State work location, please list any state-owned applications and/or databases you will need and associate them with the job functions they support.
 - b) If you will be using different computers when you are at your telecommute worksite and your State work location, please list all of the additional or duplicate state-owned applications and/or databases that you will require on both of the PCs. Please associate each application/database with a job function.
7. As part of your job, will you be placing or receiving long distance phone calls from your telecommute worksite location?

8. Do you foresee needing accommodations, equipment, or facilities, other than those listed above, in order to facilitate your telecommuting? What do you estimate the one-time and recurring costs will be?
9. Initially, what days and hours do you intend to work at your telecommute worksite? At your office or State work location? How do you and your manager intend to negotiate changes to your schedule?

	<u>Location</u>	<u>Hours</u>
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

10. What backup and coverage issues exist? How do you propose to address them?
11. How will you ensure that confidentiality / security requirements will be enforced at all times?
12. How will you ensure that the service(s) you will provide will be transparent to your customers. Identify your customers.
13. How do you intend to facilitate communication with your manager while you telecommute?
14. Where is your telecommute worksite? What is the mailing address? Is this your home or another location? Please describe if other.
15. Describe your telecommute worksite with special attention to safety and ergonomic factors. Is this site (room) dedicated to your use during your telecommute hours?
16. What other factors or information should be considered?

**DEPARTMENT OF TECHNOLOGY SERVICES
TELECOMMUTING PLAN**

EMPLOYEE NAME: _____ **EIN:** _____

1. Detailed Description of Project(s):

2. Assignment(s) and Due Date(s):

3. Expected Outcome/Results:

4. Milestone/Project Status Update Meeting Schedule:

<u>Date/Day</u>	<u>Location</u>	<u>Time</u>	<u>Frequency</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Performance Metrics and Requirements:

This Telecommuting Plan is effective from _____ to _____ or
until terminated by management.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

**Department of Technology Services
Telecommuting Waiver and Release Form**

I, _____, being at least eighteen years of age, and in consideration for the opportunity of voluntarily performing my work duties at a location other than my assigned work location, or in consideration for the opportunity to participate in the Department of Technology Services (DTS) Telecommuting Program, do hereby agree to this waiver and release.

I certify that I have read or reviewed all of the material required by the DTS Telecommuting Policy, including, but not limited to, the State or department policy or rules governing the use of State equipment and the State policy on telecommuting or working away from my normal work location. I agree to abide by all of the rules and other material governing this activity. I also agree to complete all of the necessary training or instruction on telecommuting or working away from the office provided by the Department of Technology Services.

I acknowledge and consent to the right of my supervisor, or others authorized by DTS management, to visit and inspect my telecommute location at any time during my scheduled work hours. I understand that such visits do not have to be scheduled or arranged with me, and that I may or may not be notified of these visits in advance. I understand that such visits or inspections may be for the purpose of reviewing my work, assessing my compliance with the rules and policies governing telecommuting, assessing the safety of my telecommute work site, or other work related activities.

I certify that I agree to have the Department of Technology Services place State-owned equipment, including computer, modem, printer, telephone, telephone line or other related equipment as appropriate, at my telecommute work site. I agree to exercise due diligence and care in the use, maintenance, and safeguarding of this equipment. I agree to abide by the rules and/or policies of the department with regard to the use of this equipment. I acknowledge that misuse of the department's equipment or violation of the department's computer or other equipment regulations and rules may result in disciplinary action being taken against me to include the loss of the privilege of telecommuting.

I agree that I will release, acquit, and forever discharge the State of Utah, its agencies, departments, officers, employees, volunteers, or agents from any and all liability, claims, demands, necessary repairs, actions, attorney fees, and causes or actions whatsoever for any loss, injury, harm, or claim to me or to my property that occurs during my use of my personal property or equipment for State business.

I acknowledge that workers compensation benefits shall be available to me for injuries or illnesses sustained or contracted during the course and scope of my agreed upon working hours. I also acknowledge that workers compensation shall be the exclusive remedy for any and all job related injuries or illnesses. I further acknowledge that the workers compensation exclusive remedy provision shall apply to any injury or illness sustained or contracted at my telecommute work site.

I acknowledge that I retain the standard liability coverage and protections provided to me by the "Utah Governmental Immunity Act" for the work activities and products conducted or developed during the time that I work at my telecommuting or work away from the office site.

I do hereby release, acquit, and forever discharge the State of Utah, its agencies, departments, officers, employees, volunteers, or agents from any and all liability, claims, demands, attorney fees, actions, and causes of actions arising from damage to me, to my family, to my property, and to all others arising from activities not directly associated with my work activities.

I have carefully read and understand the contents of this and other required documents, and I specifically intend them to cover the full period that I participate in the Department of Technology Services Telecommuting Program.

This agreement is effective from _____ to _____ or until terminated by management.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

SAMPLE FORM